

Request for Proposals
Technical Upgrade & Capital Improvement Project
Jefferson County
311 S. Center Ave – Rm 111, Jefferson WI 53549

- I. Purpose:** The general purpose of this request for proposals is to upgrade the technical capability of County buildings in various locations in the City of Jefferson including: three of the county's meeting rooms at UW-Extension Office; Court Rooms and three meetings room at the County Courthouse Facility. More specifically:
- A. Remove existing county-owned audiovisual equipment (including the large podiums) in Rooms 8, 9, and 12 in the lower level of 864 Collins Road, Jefferson WI. Only the large screens and wall-mounted monitors/televisions in each room would remain along with the Workforce Development equipment in Rooms 8 and 9;
 - B. Ensure that Mondopads have the capability to be networked between Mondopads units within multiple County buildings; enabling individuals to attending meetings and trainings remotely.
 - C. Meet Emergency Operations Center requirements for County. This includes, but is not limited to, the ability to stream video on separate Mondopads; and
 - D. Meet meeting room audiovisual needs of three separate meeting rooms. Rooms 8 and 9 can be opened up to form one large meeting area. The project would need to accommodate both a joint meeting and separate meeting room configuration for Rooms 8 and 9.
 - E. Incorporate Mondopads into existing video conferencing system within the Jefferson County Courtrooms. The Mondopads should have the ability to move between courtrooms based on schedule of events.
 - F. Install three LCD projectors for Committee and Meeting Rooms in the Jefferson County Courthouse (RM 112, 202 and 203). Include a portable Mondopad to utilize among all rooms.

II. Specific Requirements/Needs

- A. Vendor will be required to remove all current audiovisual equipment that is County owned at UW-Extension in Rooms 8, 9 and 12. This includes the two large podiums and three in-ceiling LCD projectors. The two large screens and wall-mounted monitors/televisions in each room will remain along with the Workforce Development equipment in Room 9;

B. Installation of the following equipment;

1. MondoPads

- i. **UW-Extension (864 Collins Road):** Three 55" Mondopad multifunction tablets (multi-touch 55" collaboration display kit, soundbar, video conferencing camera); 3 wireless mice and keyboards; 3 wheeled stands (one for each Mondopad); delivery, set up and training on use of the MondoPads by the vendor. One Mondopad for each of the three meeting rooms;
- ii. **Jefferson County Courts (311 S Center Ave):** Two 55" Mondopad multifunction tablets (multi-touch 55" collaboration display kit, soundbar, video conferencing camera); 2 wireless mice and keyboards; 2 wheeled stands (one for each Mondopad); delivery, set up and training on use of the MondoPads by the vendor. One Mondopad for each floor; shared between two courtrooms. Bid should include prices and options for the following:
 1. iPad control of units
 2. Kill switch, manual shut off separate from the iPad control or a 2nd iPad that can override the first one. This creates a "mute" capability and a go to blank capability if someone gets out of line with a presentation.
 3. Two simple remote control units to just power down and power on.
 4. Some kind of a manual switch that would be operated under the bench;
- iii. **Courthouse (311 S Center Ave):** One 55" Mondopad multifunction tablets (multi-touch 55" collaboration display kit, soundbar, video conferencing camera); one wireless mice and keyboards; one wheeled stand; delivery, set up and training on use of the Mondopad by the vendor. The Mondopad will be shared between the Zoning Conference Room, Room 202 and Room 112
- iv. In addition, all software requirements for Mondopad use should be itemized within the bid document. Any related costs must also be clearly identified.

2. LCD Projectors

- i. **UW-Extension:** Install 3 LCD ceiling-mounted projectors (one for each room). LCD projector should be at least 3000 ANSI lumens, have HDMI and VGA capability, and have wireless remote control. The bid LCD should provide high-quality picture and be appropriately sized for each meeting room. The projector in Room 8 needs to be able to be rotated to accommodate various room setup configurations;
- ii. **Courthouse:** Install three ceiling mounted LCD projectors for public meeting rooms (Rooms 112, 202 and 203). LCD projector should be at least 3000 ANSI lumens, have HDMI and VGA capability, and have wireless remote control as well as a wall access mounted panel in each meeting room. Bid LCD should provide high-quality picture and be appropriately sized for each meeting room.

3. Audiovisual Screen

- i. **UW-Extension:** Install one large audiovisual screen, 8' by 6', in Room 9 of UW- Extension on the east wall as specified by the county. Screen should be comparable to the two screens that are currently installed.

- ii. Courthouse: Install three (one for each meeting room) large audiovisual screens, 8' by 6', in Rooms 112, 202 and 203. Screens should be appropriately sized for each meeting room.

C. Wiring Requirements

- i. Jefferson County will hire an electrical contractor to perform all necessary electrical wiring. The selected AV Contractor is to provide all Ethernet/AV cabling and running of cat5/6 cables. Bid should include estimated costs for both electric wiring project requirements as well as AV wiring requirements.

D. Annual Maintenance Contract

- i. Jefferson County would like a quote provided for an annual maintenance contract for the equipment. The separate quote should be provided for each building: UW-Extension, Jefferson County Courts and Courthouse.

E. Final Drawing/Diagrams

Jefferson County will require the selected vendor to provide CAD drawings of the finished product received. Drawings must identify the kind of connections and what kind of cabling was used in the project.

III. Site Visit

All vendors submitting bids for the project must attend the required site visit on July 2nd at 1:00 p.m.

IV. Vendors Registration

All vendors must ensure they are registered with the Administration Department. This is to ensure that all vendors receive addendums that may need to be issued. All vendors submitting a proposal are presumed to have read the RFP and any addendums issued and understand the issues. The County will take questions concerning the RFP via email at rolandw@jeffersoncountywi.gov and will submit addendums in response.

V. Project timeline

It is anticipated that the project work will commence in August 2014. The entire project must be completed no later than December 31, 2014. Vendor should include within their proposal the estimated number of days necessary to complete the project requirements. Project will need to be scheduled around meeting room usage. Specific project dates will be determined by agreement of the county and vendor.

VI. Proposal Procedures

A. Proposals Due Date

Three (3) paper copies and electronic version of the proposal are to be received by the Administration Department Office no later than 12:00 p.m. on Friday July 11, 2014 located at 311 S. Center Ave – RM 111. The words "Jefferson County Technology Capital Improvement Project" should be clearly written in the lower left-hand corner of the envelope.

B. Proposal Format

Please label responses to correspond to the section of the RFP that is being addressed. Be sure to include responses for all items in this RFP. All vendors must complete the enclosed RFP price sheet.

C. Oral Presentation

Based on our initial evaluation of the proposals received, an oral presentation by the vendors may be requested. Firms should be prepared to discuss all aspects of their proposal in detail.

D. Proprietary Information

Any restrictions on the use of data in the proposal must be clearly stated. All proposals become property of Jefferson County. Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.

E. Incurring Costs

Jefferson County is not liable for any costs incurred by vendors replying to this RFP or in any oral presentation.

F. Prime Vendor Responsibilities

A prime vendor (hereafter referred to as "the vendor") is the vendor who provides a service and receives payment for that service. The prime vendor is considered to be the sole point of contact with regard to contractual matters, including the performance of services and the payment of any and all charges resulting from contractual obligations.

1. In describing the services proposed, indicate what is supplied by the prime vendor and what is supplied by a vendor other than the prime vendor. In cases where something is to be provided by a vendor other than the prime vendor, the prime vendor must include with the proposal a detailed explanation of each product or service provided by a vendor other than the prime vendor.

G. Acceptance of Proposal Content

By submitting a proposal, the prime vendor agrees that the contents of the proposal will become a part of the contract if accepted by the Jefferson County Administrator and/or the Jefferson County Infrastructure Committee. Any proposal submitted by any prime vendor who does not accept this condition will be rejected. The County has the ability to accept the proposal consideration in entirety or in parts.

H. Nondiscrimination

In connection with the performance of any work covered by this RFP, the vendor agrees not to discriminate against any employee because of age, race, religion, color, handicap, sex, physical condition, disability, sexual preference, or national origin.

I. Evaluation of Proposals

Proposals will be screened to ensure that the requirements have been complied with and the vendor references have been included with the proposal. Noncomplying proposals will be eliminated from further consideration. The evaluation of qualifying proposals will be based on the following and will become public record. (The sequence shown does not imply relative importance.)

1. Firm's history and experience in similar projects
2. Assigned personnel-related project experience and qualifications
3. Degree to which the proposal meets requirements and demonstrates project understanding
4. Approach to addressing project elements
5. Time schedule planned for project (including estimated commencement and completion dates)
6. Proposal cost
7. References
8. Overall proposal quality, and/or other factors

J. Acceptance/Rejection

Jefferson County reserves the right to accept the proposal considered to be most advantageous to the county and to reject any or all proposals at any time without penalty and to waive immaterial defects or minor irregularities in the proposal.

1. All materials submitted in response to this request for proposal shall become the property of Jefferson County upon delivery. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal deadline.
2. The County has the ability to accept the proposal consideration in entirety or in parts.

K. Contract Negotiation

Jefferson County reserves the right to negotiate a contract with the selected vendor. Once any contract negotiations are completed, the selected vendor must sign and return an executed Jefferson County issued contract for signature.